

September 09, 2025

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, September 09, 2025, at Lewiston City Hall. Chairperson Sheila Bond called the meeting to order at 12:00 p.m.

I. CALL TO ORDER

BOARD MEMBERS PRESENT: Sheila Bond, Chairperson; Tim Switzer, Vice Chair; Jim Kleeburg (at 12:04 pm); Doug Havens; Joe Anderson;

BOARD MEMBERS EXCUSED: A.L. "Butch" Alford;

STAFF MEMBERS PRESENT: Katie Hollingshead, URA Director;

OTHERS PRESENT: Thad O'Sullivan, URA Legal Counsel (via Zoom); Luke Antonich, City Engineer; Joe Kaufman, Engineering Supervisor; Bill Maughan, Lewiston Orchards Irrigation District;

II. CITIZEN COMMENTS

None.

III. ACTIVE AGENDA (ACTION ITEM)

A. Approval of Minutes, August 05, 2025 – Action Item

Chair Bond asked if the board had any questions or changes. Chair Bond asked that two spelling errors be corrected. Board member Havens and Vice Chair Switzer moved and seconded, respectively, to approve the minutes of August 05, 2025 with the proposed corrections. Motion carried 4-0 (Board member Kleeburg arrived after the vote).

B. Approval of Invoices – Action Item

- 1. O' Sullivan Legal PLLC, Legal Services, August 2025, \$988.25**
- 2. City of Lewiston, Administrative Services, 2nd half of 2025 payment \$15,177.75**
- 3. ICRMP 10/1/25 to 9/30/26 Policy Year, ½ of annual premium \$1,319.00**

Chair Bond asked there were any questions about the invoices. There were none. Chair Bond stated she would combine the three invoices for one motion and vote. Board member Anderson and Vice Chair Switzer moved and seconded, respectively, to approve. Commissioner Havens asked about the various changes noted on the declarations page of the ICRMP statement. Director Hollingshead review the noted changes and stated that they did not seem to be specific to the Urban Renewal Agency's coverage but were more company wide changes. Motion carried 5-0.

C. Approval of East Orchards Sewer Regular Bond Payment, \$148,949.56

Director Hollingshead noted that the bond payment does not normally come in front of the board for approval but that in the interest of transparency, Director Hollingshead included it on this agenda. Director Hollingshead stated that of the \$148,949.56, \$117,892.94 will be applied to principal and \$31,056.62 will be applied to interest. Board member Havens stated that the County's position is going to be that everyone should work together for the benefit of the group and the County thinks the benefit of the group is to pay the bond off and return the increment to the tax rolls. The County wants to make the maximum payment allowed. Board member Havens asked about the balance available in the East Orchards Sewer account and what remained to be paid to M.L. Albright for Phase III construction. Director Hollingshead stated that the board had not received any requests for reimbursement yet on the Phase III project. The City of Lewiston holds the contract for the Phase III construction and will pay M.L. Albright directly and will then request reimbursement from the URA for those payments. Board member Havens stated that for the record he would be voting against the payment. Director Hollingshead stated that if Board member Havens wanted to make a motion to pay an additional principal payment on the bond, she would suggest that he do that when the budget is reviewed in June and July so that a budget amendment can be made to add that expenditure. Board member Havens stated that he wanted to see proof that nitrate levels had improved over the past 30 years. Board member Havens also stated that he did not agree that the budget had to be amended to approve an additional payment on the bond.

There being no additional discussion, Chair Bond called for the vote. Motion carried 4-1, with Board member Havens voting against.

D. Review of Financial Summary – Information Item

1. July 2025

2. Breakdown of Tax Increment received

Director Hollingshead reviewed the regular Financial summary for July 2025 and then reviewed the breakdown of the tax increment received by each of the taxing entities for the 2024 fiscal year and the to date increment received in the 2025 fiscal year. Director Hollingshead stated that she would try to provide this information every six months or so when the larger deposits of increment funds are received from the County tax collector.

E. Review of Bryden Avenue Revenue Allocation Area Plan and prioritization of projects

Director Hollingshead gave a high level overview of the projects outlined in the plan for Bryden Avenue Revenue Allocation Area and an updated projection of how much increment would accrue over the 20 year life of the plan. Director Hollingshead introduced Luke Antonich, City Engineer, to provide some additional information to the board on the current status of the projects outlined in the plan. Mr. Antonich reviewed the design work that David Evans & Associates had completed on the project and that the URA had provided the matching funds for that work. Currently the City is slated to receive additional Surface Transportation Funds (STP) from the Federal Highway Administration in 2030 for right-of-way acquisition. The City is also exploring amending the scope of work with David Evans & Associates to look at if a different road design would be adequate that would not require as much right-of-way acquisition.

Director Hollingshead then reviewed the water line sections from the project list and reminded the board that the URA had entered into a reimbursement agreement with the Lewiston Orchards Irrigation district to cost share waterline replacement.

Director Hollingshead stated that the board had asked for this agenda item to be able to prioritize the projects within the plan, so she would like the board to discuss how they might like to see that happen.

Chair Bond brought up that she thought the safety items were the most important. Board member Anderson asked if it made any sense to just do the water line improvements since the board has a reimbursement agreement in place. Mr. Antonich stated that the water availability was the major limiting factor to development in the Bryden corridor but if you improve the water lines and development increases you then compound the existing traffic problem, so each part of the project snowballs into the next. Board member Havens asked how do you determine where the water lines go if you don't know how wide the road is going to be? Mr. Antonich stated that is one of the things that David Evans & Associates will be evaluating, if intersections can be adjusted to safely move traffic through a 3 lane section instead of a 5 lane section.

Director Hollingshead asked Mr. Antonich would bring cost estimates back to the board to help them with their decision making process on how they would like to prioritize the available funds to pay for projects. Director Hollingshead stated that she will keep Bryden on the agenda for future meetings so that updates can be provided regularly.

F. East Orchards Sewer Phase 3 Construction Update

Director Hollingshead introduced Joe Kaufman, Engineering Supervisor to provide a construction update on the East Orchards Sewer Phase 3 construction to date. Mr. Kaufman reviewed some maps and photos of segment 7 along Grelle Avenue and segment 17 along 20th Street (attached to these minutes).

IV. UNFINISHED AND NEW BUSINESS

A. Board Member Comments

Board member Havens stated that for the East Orchards Sewer Revenue Allocation Area discussion at the next meeting he would like to be provided with the last 30 years worth of nitrate readings. Mr. Havens stated that the plan for East Orchards was based on that nitrate information and without the nitrate levels supporting the funding, it is just a city project. Mr. Havens stated that the city is self imposing a limit on lot size based on lack of sewer access. Mr. Havens stated that the health department or somebody should have that information because they were studying it.

Board member Anderson pointed out that you can't have a septic drain field without a certain amount of land and Mr. Havens stated that the County only requires a half acre lot for septic and even that is probably too much. Mr. Anderson asked if staff could ask the health department how big of a septic drain field a property needs.

Legal Counsel Sullivan asked how this related to the URA and if Mr. Havens was asking the URA to defend a city ordinance. Mr. Havens said he wasn't asking anyone to defend anything just to provide the data. Legal Counsel Sullivan asked what the intent was. Mr. Havens said he wanted to know if there was an improvement to the nitrate levels.

Board member Anderson stated that he would not be in town for the October 14th meeting. All other board members plan on attending.

B. Staff Comments


Director Hollingshead reviewed the URA meeting calendar for the upcoming months. October meeting is October 14 and the agenda will include a review of the East Orchards Sewer Revenue Allocation Area and the bond payment information and staff will add the request for the nitrate information. Director Hollingshead stated that she will contact DEQ and Public Health to request the nitrate information but she is not going to promise that she will provide 30 years worth of data.

November meeting is currently scheduled as a special meeting Thursday, November 13 because of the Veteran's Day holiday on November 11. The November meeting will be after the general election and City Council directed City staff to move forward with the Downtown Water line rebuild General Obligation Bond on the general election ballot. The November agenda will include a review of the Downtown Revenue Allocation Area plan and prioritization of projects.

V. ADJOURN (ACTION ITEM)

There being no further business, Board members Anderson and Havens moved and seconded, respectively, to adjourn. The motion carried 5-0 and the Urban Renewal Agency Board adjourned at approximately 1:18 p.m.

RESPECTFULLY SUBMITTED,


KATIE HOLLINGSHEAD,
RECORDING SECRETARY

ATTEST:


URBAN RENEWAL AGENCY CHAIR

Approved this 14 day of October, 2025

Contractor's Application for Payment

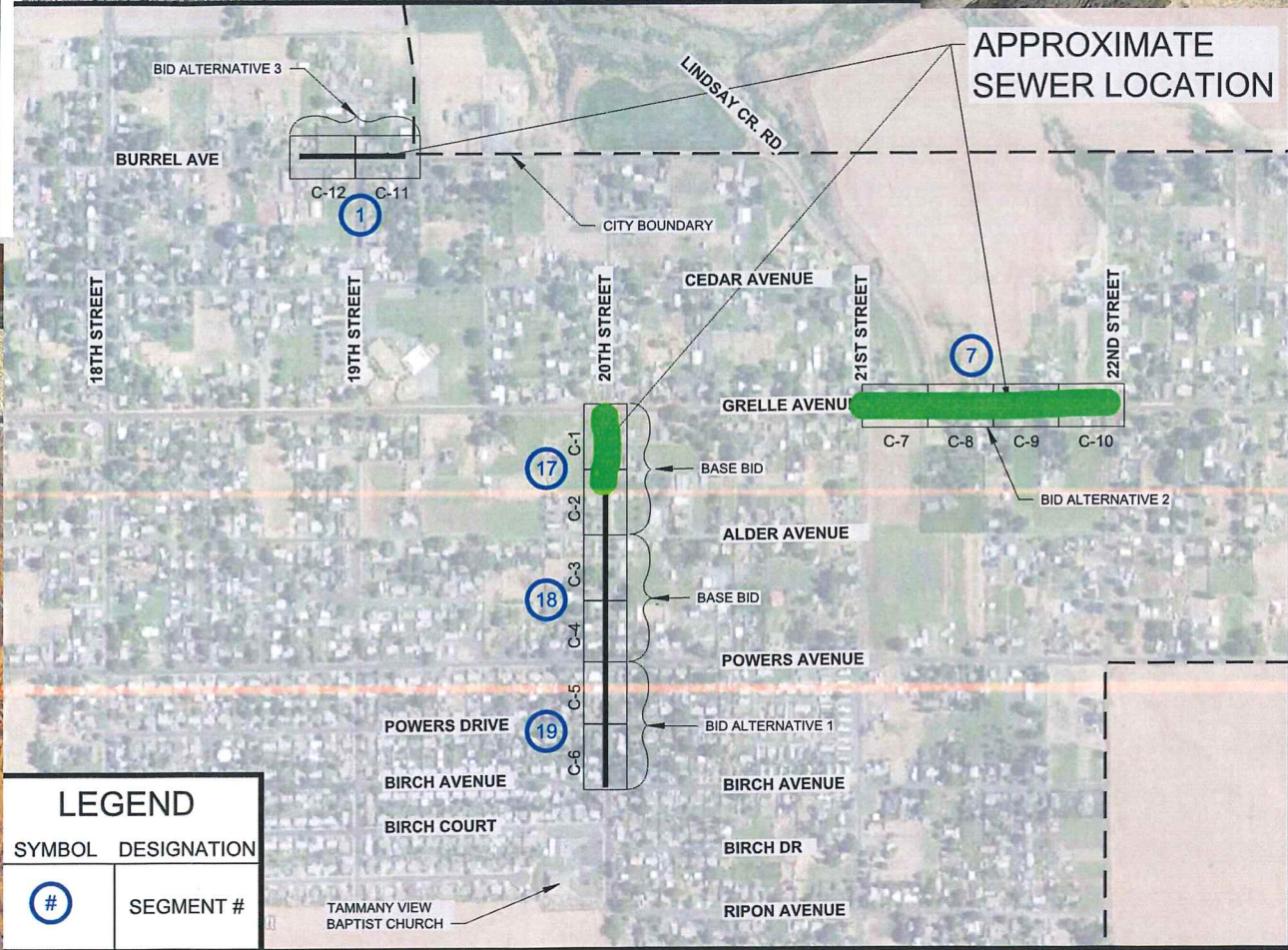
Owner:	City of Lewiston	Owner's Project No.:	IFB-25-007 (WW061)
Engineer:	Merrick & Company	Engineer's Project No.:	181.0270
Contractor:	ML Albright & Sons, Inc.	Contractor's Project No.:	25023
Project:	East Orchards Sewer - Phase III		
Contract:	East Orchards Sewer- Phase III		

Application No.:	2	Application Date:	8/25/2025
Application Period:	From 7/22/2025	to	8/25/2025

1. Original Contract Price	\$	1,498,383.20
2. Net change by Change Orders	\$	13,509.33
3. Current Contract Price (Line 1 + Line 2)	\$	1,511,892.53
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	543,996.22
5. Retainage		
a. 5% X \$ 543,996.22 Work Completed	\$	27,199.81
b. 5% X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	27,199.81
6. Amount eligible to date (Line 4 - Line 5.c)	\$	516,796.41
7. Less previous payments (Line 6 from prior application)	\$	199,820.62
8. Amount due this application	\$	316,975.79
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	967,896.31



Contractor's Certification



LEGEND	
SYMBOL	DESIGNATION
#	SEGMENT #



**EAST ORCHARDS
SEWER PROJECT: PHASE III**

LEWISTON, IDAHO
TITLE SHEET

VERIFY SCALE	BAR IS ONE INCH ON FULL SIZE DRAWING 1"
PROJECT	181.0270
DATE	02/2025
DRAWING NO.	G-1